



Superior Court of California
County of Calaveras
891 Mountain Ranch Road
San Andreas, California 95249

www.calaveras.courts.ca.gov

FOR COURT USE ONLY

EMPLOYMENT APPLICATION

PLEASE NOTE:

- A separate application is required for each position.
 - Type or print in ink.
 - Complete all items on both sides of the application.
 - Incomplete or illegible applications will not be considered.
- It is your responsibility to keep the Calaveras Superior Court informed of any change of address or telephone number.**

I. GENERAL INFORMATION

POSITION APPLYING FOR:			DATE:	
LAST NAME:		FIRST NAME:		MI:
ADDRESS:				SOCIAL SECURITY NO:
CITY:	STATE:	ZIP:	HOME PHONE NO: WORK PHONE NO:	
LIST OTHER NAMES YOU HAVE USED:				
DO YOU FLUENTLY SPEAK A LANGUAGE OTHER THAN ENGLISH? IF YES, SPECIFY:				

II. EMPLOYMENT HISTORY

Give complete information for jobs held during the past ten years. Attach additional sheets if more space is needed. Show your present or most recent job first. Verifiable voluntary experience may be considered if job related. ***Resumes will not be accepted in lieu of completing this section, but may be attached.*** Inquiries may be made of your former employers.

EMPLOYER'S NAME & ADDRESS	EMPLOYMENT DATES FROM TO		JOB TITLE	SALARY & HOURS
				\$ _____ <input type="checkbox"/> FT <input type="checkbox"/> PT Hrs/wk: _____
DUTIES: SUPERVISOR'S NAME & PHONE: REASON FOR LEAVING: MAY WE CONTACT THIS EMPLOYER? IF "NO", WHY NOT?				

EMPLOYER'S NAME & ADDRESS	EMPLOYMENT DATES FROM To		JOB TITLE	SALARY & HOURS
				\$ _____ <input type="checkbox"/> FT <input type="checkbox"/> PT Hrs/Wk: _____
DUTIES: SUPERVISOR'S NAME & PHONE: REASON FOR LEAVING: MAY WE CONTACT THIS EMPLOYER? IF "NO", WHY NOT?				

EMPLOYER'S NAME & ADDRESS	EMPLOYMENT DATES FROM To		JOB TITLE	SALARY & HOURS
				\$ _____ <input type="checkbox"/> FT <input type="checkbox"/> PT Hrs/Wk: _____
DUTIES: SUPERVISOR'S NAME & PHONE: REASON FOR LEAVING: MAY WE CONTACT THIS EMPLOYER? IF "NO", WHY NOT?				

EMPLOYER'S NAME & ADDRESS	EMPLOYMENT DATES FROM To		JOB TITLE	SALARY & HOURS
				\$ _____ <input type="checkbox"/> FT <input type="checkbox"/> PT Hrs/Wk: _____
DUTIES: SUPERVISOR'S NAME & PHONE: REASON FOR LEAVING: MAY WE CONTACT THIS EMPLOYER? IF "NO", WHY NOT?				

III. MISCELLANEOUS INFORMATION				
READ FULLY. ANSWER BY CHECKING YES OR NO.			YES	NO
1.	Do you have the legal right to work in the United States? (<i>Court hires only U.S. citizens and aliens authorized to work in the United States. All new employees will be required to complete an I-9 form and provide documentation establishing identity and employment eligibility within three (3) days of hire.</i>)			
2.	Fidelity Bonds: Have you ever been bonded? List dates & details: _____ Have you ever been denied a bond? List dates & details: _____ Are you presently bondable?		_____	_____
3.	Have you ever been convicted, pled guilty to, or pled no contest to any criminal offense which resulted in incarceration, probation or the imposition of a fine of greater than fifty dollars, by any court, since the age of 18? <i>If yes, please note in Section 11 the date and place of each offense, the specific charge, the date and place of conviction, or plea, and the fine or sentence received. A criminal record is not necessarily a bar to employment. Each case is given individual consideration.</i>			
4.	Have you ever been discharged, rejected during probation, or resigned under pressure or unfavorable circumstances from any job or employment within the past ten years? If so explain in section 11.			
5.	Do you have a valid driver's license to operate a motor vehicle in California? Type: _____ DL# _____ State: _____			
6.	Are you able to perform all the essential functions of the job for which you are applying based on the job announcement with or without reasonable accommodations? (note the Court will make efforts to provide reasonable accommodations to disabled candidates in the examination process. If you have any special needs, please notify the Court by the filing date.)			
7.	Have you ever applied for this position before with the Calaveras Superior Court?			
8.	Have you ever been employed by Calaveras Superior Court or any other Court? If yes, list details in sec. 11			
9.	Do you have relatives employed by Calaveras Superior Court? If so list names and relationship in sec 11.			
10.	Please check the types of employment you are willing to accept: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/>			
11.	Use this space to clarify any of the above.			

IV. EDUCATION, SKILLS, AND TRAINING		
NAME, LOCATION, COURSE OF STUDY	DATES	UNITS/DEGREE
College or University:	FROM: ____/____/____ TO: ____/____/____	UNITS: ____ (QTR/SEM) DEGREE: _____
College or University:	FROM: ____/____/____ TO: ____/____/____	UNITS: ____ (QTR/SEM) DEGREE: _____
Graduate School:	FROM: ____/____/____ TO: ____/____/____	UNITS: ____ (QTR/SEM) DEGREE: _____
Business or Trade School:	FROM: ____/____/____ TO: ____/____/____	UNITS: ____ (QTR/SEM) DEGREE: _____
Do you have a High School Diploma or G.E.D certificate? Yes _____ No _____ If not, what is the highest grade completed? _____		

If the position for which you are applying has specific skills or course requirements indicated in the job description, list the courses you feel fulfill these requirements.

Institution Where Acquired and Course Title	Length of Course	Date Completed

List valid licenses and certificates you hold that relate to your qualifications for this position.

Type Lic/Cert	Issuing Agency	Reg. No or ID No.	Date Issued	Expiration Date

V. REFERENCES (Give names, titles, addresses and telephone numbers of three persons we may contact who are familiar with your competencies as they relate to this position.)

Name / Title	Company Name / Address	Telephone #

IMPORTANT NOTICE TO APPLICANTS:

ONLY COMPLETED APPLICATIONS WILL BE CONSIDERED. GO BACK AND REVIEW THIS APPLICATION. MAKE SURE ALL QUESTIONS ARE ANSWERED.

INITIAL EACH PARAGRAPH BELOW YOU AGREE TO AND SIGN AT THE BOTTOM.

CERTIFICATION: I hereby certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any false, incomplete or incorrect statement may result in my disqualification from the examination process or dismissal from employment with Calaveras Superior Court if I am employed. _____ (Initials)

I authorize Calaveras Superior Court to investigate my references, work record, education or any other matters relating to my suitability for employment. I authorize my former or current employers and educational institutions and references to release any information they may have concerning my employment or education or experience, to Calaveras Superior Court. I release any and all sources of information from any liability for providing information. _____ (Initials)

I specifically authorize the Calaveras Superior Court to use my Driver's License information to conduct a driving record check with the Department of Motor Vehicles. I further give the Calaveras Superior Court the right to secure additional information from any source as necessary including, but not limited to, a criminal history record check. I release any and all sources of information from any liability for providing this information. I understand that if I am employed, I will be required to abide by all rules, regulations, and policies of the Calaveras Superior Court. _____ (Initials)

I have attached _____ (number of extra pages attached) additional pages to this Employment Application. I declare, under penalty of perjury, that all information in this application and attached hereto is true and correct. _____ (Initials)

Date

Signature of Applicant (sign in ink)



**CALAVERAS SUPERIOR COURT
COURT OPERATIONS MANAGER
SUPPLEMENTAL QUESTIONNAIRE**

1. Describe why your experience; training and/or education qualify you for the position of Court Operations Manager. In what operational areas do you feel you have the most experience? In what areas do you feel you have the least experience?

2. Describe your experience analyzing operational processes and recommending implementation of policies and procedure that increase efficiency and/or ensure that legal requirements are met.

3. Describe a major project that you have managed. Explain the scope of the project, your roles, challenges, and the outcome.

4. Describe your experience with personnel management and employee/labor relations. Provide an example of a challenging personnel situation that you have dealt with and the outcome.

RECRUITMENT QUESTIONNAIRE

All applicants are asked to voluntarily provide the following information. This section will be detached from your application prior to review and will be kept separately. All information provided is strictly confidential.

Title of Position applied for:

GENDER

- ☐ Male
☐ Female

AGE

- ☐ Under 21
☐ 21-29
☐ 30-39
☐ 40-49
☐ 50-59
☐ 60 or over

ETHNIC GROUP

Choose the ethnic group with which you most closely identify:

- ☐ White
☐ Black
☐ Asian
☐ Hispanic
☐ Pacific Islander
☐ American Indian/Eskimo
☐ Filipino
☐ Other

How did you learn about this position?

WORD OF MOUTH

- ☐ Current Employee
☐ Relative or friend
☐ Other: _____

ADVERTISEMENT

- ☐ Newspaper _____
☐ Radio
☐ Trade or professional journal
☐ Community organization
☐ **OTHER** _____